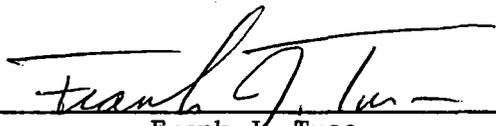


MONTGOMERY COMMUNITY COLLEGE

COMPREHENSIVE RECORDS SCHEDULE

SCHEDULE NO. C-557
SUPERSEDES C-459 AND
AMENDMENTS

Approved  4-15-86
Date
Frank J. Tusa
Director of Employee Relations
Montgomery Community College

Approved  4/21/86
Date
State Records Administrator

Approved  5/1/86
Date
State Archivist

The above signatures constitute legal approval of the Record Retention Schedules contained in this Manual.

COMPREHENSIVE RECORDS SCHEDULE

INTRODUCTION

The purpose of the Comprehensive Records Schedule is to bring under effective administrative control the current and non-current records maintained within the administrative offices of Montgomery College. The major objectives of the Schedule are to ensure the proper retention of records of legal, administrative, and historical value and to provide for the systematic disposal of all other records as soon as they have fulfilled their usefulness.

The Schedule is divided into individual office schedules in a manner consistent with the general format used in the College Operating Budget. Each office schedule identifies and briefly describes all major record series located within the office and establishes a timetable governing the disposition of the records in office areas and, where applicable, in the College Archives. The term "retention" beneath the series description denotes the total minimum life span for the series. The "office" and "archives" categories indicate the minimum period of time that the series is to be retained in these areas. Further recommendations designed to facilitate the collection of important records are also indicated. "Offices of record," for example, are responsible for maintaining complete and accurate files of important, widely-dispersed documents until such time as they are deposited in the Archives.

The Director of Employee Relations is responsible for ensuring that the provisions of the Schedule are properly observed and implemented. He will also review the Schedule periodically in order to incorporate new record series under its provisions and to ensure that retention and disposal rates meet the needs of the College. The transfer of records from office areas to the Archives will normally be initiated by the ARchives Coordinator. Offices depositing records in the Archives in accordance with the provisions of the Schedule will receive a signed receipt for such deposits. The Archives Coordinator will not destroy office records covered by this Schedule without the concurrence of the appropriate administrator. Additional procedures governing records collection, access to archival records, and research activities in the College Archives are included in the College Policies and Procedures Manual.

COMPREHENSIVE RECORDS SCHEDULE

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Schedule

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2.	President
3.	General Counsel
4.	Employee Relations
5.	Planning and Advancement
6.	Planning, Marketing and Research
7.	Budget and Audits
8.	College Relations
9.	Academic Vice President
10.	College Coordinator of Instructional Services
11.	College Coordinator of Student Services and Faculty Development
12.	Continuing Education
13.	Administrative Vice President
14.	Finance
15.	Assistant Director of Finance
16.	Affirmative Action
17.	Personnel
18.	Procurement
19.	Computing Services
20.	Facilities

Schedule

Number

Central Administration

- 21. Facilities, Planning, Construction and Management
- 22. Operations and Maintenance
- 23. Safety and Security
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- 26. Educational Support Services
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Takoma Park Campus

- 28. Provost
- 29. Instructional Deans
- 30. Student Development

Rockville Campus

- 31. Provost
- 32. Instructional Deans
- 33. Student Development

Germantown Campus

- 34. Provost
- 35. Instructional Deans
- 36. Student Development

2. Individuals depositing in the Archives personal papers related to College matters may specify reasonable restrictions on access to such papers. However, all such restrictions must be in writing and agreed to by the individual and the Director of Employee Relations.
3. Many of the records located in the College Archives are normally available to members of the College community and to the public without restriction. Such records would include but are not limited to: Official minutes and reference files of the Board of Trustees; minutes and related records of various College organizations, such as the Faculty, Staff, and Student committees; College and non-College publications; photographs; scrapbooks; clipping files; and miscellaneous historical memorabilia.

C. Research Activities in the College Archives

1. The College Archives is intended primarily for the use of College staff and students. Research in the Archives by others is welcomed, however, for any purpose which can be serviced properly by the Archives staff.
2. Records in the Archives may be withdrawn at any time by the originating office. Otherwise, records are normally available for use only in the Archives office.
3. The staff of the College Archives is available at all reasonable times to assist individuals in locating documents pertaining to specific subjects and using the records preserved in the Archives. The staff will conduct extensive research activities at the request of researchers and College personnel only insofar as the limited resources of the office permit.

MONTGOMERY COMMUNITY COLLEGE

RECORDS RETENTION SCHEDULE NUMBER 1

CAMPUS: CENTRAL ADMINISTRATION

OFFICE: BOARD OF TRUSTEES

Item No.	Description and Retention
1.	<p><u>BOARD OF TRUSTEES OFFICIAL RECORDS, 1969 -</u> Official files of the Montgomery College Board of Trustees, including approved minutes of Board meetings and packets (reference file) containing agendas and background material for Board consideration during regular monthly, special, and budget review sessions.</p> <p>RETENTION: Permanent Office: (a) Retain Board minutes five years; office of record (b) Retain Board packets three years; office of record Archives: Permanent</p>
2.	<p><u>BOARD OF TRUSTEES TOPICAL FILE, 1969 -</u> Confidential memoranda, with attachments, that the President forwards to the Board, and correspondence memoranda, and miscellaneous subject files relating to follow-up action taken to conform to Board actions and directives.</p> <p>RETENTION: Three years OFFICE: May be destroyed after three years. Material having continuing administrative, legal, or historical value to be retained until such value ends or deposited in the Archives for permanent retention.</p>

MONTGOMERY COMMUNITY COLLEGE

Page 1 of 2RECORDS RETENTION SCHEDULE NUMBER 2

CAMPUS: CENTRAL ADMINISTRATION

OFFICE: PRESIDENT

Item No.	Description and Retention
1.	<p><u>GENERAL CORRESPONDENCE AND OFFICE FILES, 1969 -</u> Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Office of the President.</p> <p>RETENTION: Three years Office: May be destroyed after three years. Material having continuing administrative, legal, or historical value to be retained until such value ends or deposited in the Archives for permanent retention.</p>
2.	<p><u>MIDDLE STATES ASSOCIATION FILE, 1950 -</u> Accreditation materials, including reports of accreditation teams, notifications, correspondence, and background material.</p> <p>RETENTION: Permanent Office: Retain materials relating to last accreditation Archives: Permanent</p>
3.	<p><u>ADMINISTRATORS' LEAVE REPORTS/CA. c. 1967 -</u> Original leave reports signed by central office administrators when leave is taken. These records support the bi-weekly report forwarded to the Payroll Office.</p> <p>RETENTION: Permanent Office: Two years Archives: Permanent</p>
4.	<p><u>MANAGEMENT FORUMS, 1980 -</u> Minutes and related records of the President's Cabinet and other Management Forums.</p> <p>RETENTION: Permanent Office: Two years; office of record Archives: Permanent</p>
5.	<p><u>COMMITTEE ON COLLEGE INVESTMENTS AND BANK SELECTION, 1972 -</u> Minutes of the proceedings of the committee and related records. Maintained by the Assistant to the President.</p> <p>RETENTION: Permanent Office: Two years; office of record Archives: Permanent</p>

MONTGOMERY COMMUNITY COLLEGE

RECORDS RETENTION SCHEDULE NUMBER 2

CAMPUS: CENTRAL ADMINISTRATION

OFFICE: PRESIDENT

Item No.	Description and Retention
6.	<p><u>INSTITUTIONAL INSURANCE RECORDS, 1967 -</u> Policies, certificates of liability, correspondence, memoranda, renewal materials, some claims records, and miscellaneous materials relating to the administration and renewal of institutional insurance policies.</p> <p>RETENTION: Retain for six years after entire basic policy has been superceded.</p> <p>Office: For total retention period and destroy</p>

MONTGOMERY COMMUNITY COLLEGE

RECORDS RETENTION SCHEDULE NUMBER 3

CAMPUS: CENTRAL ADMINISTRATION

OFFICE: GENERAL COUNSEL

Item No.	Description and Retention
1.	<p><u>GENERAL CORRESPONDENCE AND OFFICE FILES, 1980 -</u> Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Office of the General Counsel.</p> <p>RETENTION: Three years Office: May be destroyed after three years. Material having continuing administrative, legal, or historical value to be retained until such value ends.</p>
2.	<p><u>CONTRACTS FILE, 1966 -</u> All contracts (except employee contracts, student activities contracts, and grant agreements) entered into by the College, as well as related correspondence memoranda, and miscellaneous papers. The General Counsel maintains all original contracts unless specified otherwise in the College Policies and Procedures Manual.</p> <p>RETENTION: Retain for six years after entire contract has expired, except that contracts having continuing administrative or legal value to be retained until such value ends. Office: For total retention period and destroy.</p>

MONTGOMERY COMMUNITY COLLEGE

RECORDS RETENTION SCHEDULE NUMBER 4

CAMPUS: CENTRAL ADMINISTRATION

OFFICE: EMPLOYEE RELATIONS

Item No.	Description and Retention
1.	<p><u>GENERAL CORRESPONDENCE AND OFFICE FILES, 1972 -</u> Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Office of the Director of Employee Relations.</p> <p>RETENTION: Three years Office: May be destroyed after three years. Material having continuing administrative, legal, or historical value to be retained until such value ends or deposited in the Archives for permanent retention.</p>
2.	<p><u>FACULTY CONGRESS, 1980 -</u> Minutes and related records of the collegewide Faculty Congress.</p> <p>RETENTION: Permanent Office: Two years; office of record Archives: Permanent</p>

MONTGOMERY COMMUNITY COLLEGE

RECORDS RETENTION SCHEDULE NUMBER 5

CAMPUS: CENTRAL ADMINISTRATION

OFFICE: PLANNING AND ADVANCEMENT

Item No.	Description and Retention
1.	<p><u>GENERAL CORRESPONDENCE AND OFFICE FILES, 1980 -</u> Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Office of Planning and Advancement.</p> <p>RETENTION: Three years Office: May be destroyed after three years. Material having continuing administrative, legal, or historical value to be retained until such value ends or deposited in the Archives for permanent retention.</p>
2.	<p><u>ALUMNI RECORDS, 1946 -</u> Names, addresses, completed questionnaires from former students, and related records.</p> <p>RETENTION: Permanent Office: Permanent</p>

CAMPUS: CENTRAL ADMINISTRATION

OFFICE: PLANNING, MARKETING AND RESEARCH

Item No.	Description and Retention
1.	<p><u>GENERAL CORRESPONDENCE AND OFFICE FILES, 1970 -</u> Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Office of the Director of Planning, Marketing and Research and the Associate Director of Institutional Research.</p> <p>RETENTION: Five years Office: Three years. Material having continuing administrative, legal, or historical value to be retained permanently or until such value ends. Archives: Two years</p>
2.	<p><u>HIGHER EDUCATION GENERAL INFORMATION SURVEY REPORTS, 1965 -</u> Statistical reports required by the Federal government relating to enrollment, finance, personnel, library, and other College operations. Different parts of the report are prepared throughout the year.</p> <p>RETENTION: Permanent Office: Ten years Archives: Permanent</p>
3.	<p><u>ANNUAL STATISTICAL REPORT (FORMERLY REGISTRAR'S REPORT), 1948 -</u> Annual compilation of statistical data relating to enrollment, programs, courses, students, faculty, grades, and other College operations.</p> <p>RETENTION: Permanent Office: Ten years Archives: Permanent</p>
4.	<p><u>STATE-MANDATED REPORTS, c. 1970 -</u> Enrollment and state aid reports for which the office of Planning, Marketing, and Research is responsible. These reports are required by the Maryland State Department of Education, the Maryland State Board for Community Colleges, and the Maryland State Board for Higher Education.</p> <p>RETENTION: Permanent Office: Ten years Archives: Permanent</p>

MONTGOMERY COMMUNITY COLLEGE

RECORDS RETENTION SCHEDULE NUMBER 6

CAMPUS: CENTRAL ADMINISTRATION

OFFICE: PLANNING, MARKETING AND RESEARCH

Item No.	Description and Retention
5.	<p><u>INTERNAL AND EXTERNAL WRITTEN REPORTS/QUESTIONNAIRES, 1967 -</u> Reports prepared by the Office of Planning, Marketing and Research for internal and external groups.</p> <p>RETENTION: Fifteen years Office: Five years Archives: Ten years</p>
6.	<p><u>COLLEGE PRINT-OUTS, 1971 -</u> Computer print-outs relating to data compiled by the Office of Planning, Marketing and Research.</p> <p>RETENTION: Fifteen years Office: Two years Archives: Thirteen years</p>

MONTGOMERY COMMUNITY COLLEGE

RECORDS RETENTION SCHEDULE NUMBER 7

CAMPUS: CENTRAL ADMINISTRATION

OFFICE: BUDGET AND AUDITS

Item No.	Description and Retention
1.	<p><u>GENERAL CORRESPONDENCE AND OFFICE FILES, 1969 -</u> Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Office of the Budget and Audits.</p> <p>RETENTION: Three years Office: May be destroyed after three years. Material having continuing administrative, legal, or historical value to be retained until such value ends or deposited in the Archives for permanent retention.</p>
2.	<p><u>BUDGET: BACKUP MATERIALS, FY1970 -</u> Source materials, original budget requests, budget review materials, drafts of budget at various stages, and related materials pertaining to the development of the annual operating budget.</p> <p>RETENTION: Six years Office: Two years Archives: Four years and destroy</p>
3.	<p><u>INTERNAL AUDITOR REPORTS, FY1970 -</u> Financial and operating audits of College offices and operations.</p> <p>RETENTION: Five years Office: Five years and destroy</p>

MONTGOMERY COMMUNITY COLLEGE

Page 1 of 1RECORDS RETENTION SCHEDULE NUMBER 8

CAMPUS: CENTRAL ADMINISTRATION

OFFICE: COLLEGE RELATIONS

Item No.	Description and Retention
1.	<p><u>GENERAL CORRESPONDENCE AND OFFICE FILES, c. 1969 -</u> Memoranda, correspondence, and miscellaneous subject files relating to the activities of the Office of the Director of College Relations.</p> <p>RETENTION: Six years Office: May be destroyed after six years. Material having continuing administrative, legal, or historical value to be retained until such value ends or deposited in the Archives for permanent retention.</p>
2.	<p><u>NEWS RELEASES, 1969 -</u> Periodic news releases relating to College activities, events, students, and staff.</p> <p>RETENTION: Permanent Office: Two years Archives: Permanent</p>
3.	<p><u>CLIPPINGS FILE, 1969 -</u> News clippings relating to the College from local newspapers.</p> <p>RETENTION: Permanent Office: Two years Archives: Permanent</p>
4.	<p><u>BOARD MEETING REPORT, 1976 -</u> A summary of the Board of Trustees meetings prepared by the Office of College Relations.</p> <p>RETENTION: Permanent Office: Two years Archives: Permanent</p>

CAMPUS: CENTRAL ADMINISTRATION

OFFICE: ACADEMIC VICE PRESIDENT

Item
No.

Description and Retention

- | | |
|----|--|
| 1. | <p><u>GENERAL CORRESPONDENCE AND OFFICE FILES, 1976 -</u>
Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Office of the Academic Vice President and the Assistant to the Academic Vice President.</p> <p>RETENTION: Three years
Office: May be destroyed after three years. Material having continuing administrative, legal or historical value, including records documenting the educational planning of current and future campuses, to be retained until such value ends or deposited in the Archives for permanent retention.</p> |
| 2. | <p><u>FEDERAL AND FEDERAL-STATE GRANTS FILE, 1968 -</u>
Records of all grants of this type received by the College, including applications, proposals, agreements, any official papers covering the award, controlling rules and regulations, copies of periodic reports, and miscellaneous correspondence and memoranda. (Finance office maintains financial records documenting the expenditure of funds.)</p> <p>RETENTION: Retain six years after the close of the fiscal year in which expenditure was made or for that period of time required by federal and state records retention regulations for each grant, whichever is longer.
Office: For total retention period and destroy.</p> |

MONTGOMERY COMMUNITY COLLEGE

RECORDS RETENTION SCHEDULE NUMBER 10

CAMPUS: CENTRAL ADMINISTRATION

OFFICE: COORDINATOR OF INSTRUCTIONAL SERVICES

Item No.	Description and Retention
1.	<p><u>GENERAL CORRESPONDENCE AND OFFICE FILES, 1970 -</u> Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Office of the Coordinator of Instructional Services.</p> <p>RETENTION: Three years Office: May be destroyed after three years. Material having continuing administrative, legal, or historical value to be retained until such value ends or deposited in the Archives for permanent retention.</p>
2.	<p><u>ACADEMIC PROGRAMS FILE, 1968 -</u> Proposals, statements, surveys, reports, correspondence, memoranda, and miscellaneous papers relating to academic programs adopted by the College.</p> <p>RETENTION: Permanent Office: Permanent</p>
3.	<p><u>COLLEGE CURRICULUM ADVISORY COMMITTEE, 1976 -</u> Minutes and related records of the proceedings of the committee.</p> <p>RETENTION: Permanent Office: Two years; office of record Archives: Permanent</p>

MONTGOMERY COMMUNITY COLLEGE

RECORDS RETENTION SCHEDULE NUMBER 11

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CAMPUS: CENTRAL ADMINISTRATION

OFFICE: COORDINATOR OF STUDENT SERVICES
AND FACULTY DEVELOPMENT

Item
No.

Description and Retention

- i. GENERAL CORRESPONDENCE AND OFFICE FILES, 1970 -
Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Office of the Coordinator of Student Services and Faculty Development.

RETENTION: Three years

Office: May be destroyed after three years. Material having continuing administrative, legal, or historical value to be retained until such value ends or deposited in the Archives for permanent retention.

MONTGOMERY COMMUNITY COLLEGE

RECORDS RETENTION SCHEDULE NUMBER 12

CAMPUS: CENTRAL ADMINISTRATION

OFFICE: CONTINUING EDUCATION

Item No.	Description and Retention
1.	<p><u>GENERAL CORRESPONDENCE AND OFFICE FILES, 1968 -</u> Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Office of the Provost of Continuing Education.</p> <p>RETENTION: Three years Office: May be destroyed after three years. Material having continuing administrative, legal, or historical value to be retained until such value ends or deposited in the Archives for permanent retention.</p>
2.	<p><u>STUDENT HISTORY, 1975 -</u> The official record of students enrolled in Continuing Education non-credit courses. This is a computer print-out which lists the name of the student, the address, social security number and the course in which the student is enrolled.</p> <p>RETENTION: Seven years Office: Two years Archives: Five years</p>
3.	<p><u>ENROLLMENT FORMS AND CLASS LISTS, c. 1968 -</u> Forms documenting the enrollment of students in non-credit Continuing Education courses, and master class lists generated from the enrollment forms. State aid reports are also based on the enrollment forms.</p> <p>RETENTION: Five years or until audited, whichever is longer Office: One year Archives: Four years</p>

RECORDS RETENTION SCHEDULE NUMBER 12

CAMPUS: CENTRAL ADMINISTRATION

OFFICE: CONTINUING EDUCATION

Item No.	Description and Retention
4.	<p><u>SBCC COURSE APPROVAL RECORDS, July 1976 -</u> Copies of SBCC form CC-10, or equivalent, indicating state approval or disapproval of Continuing Education non-credit courses for state aid.</p> <p>RETENTION: Retain forms for courses that receive approval for that period of time that the course remains approved, and for six years thereafter. Retain forms for courses that are not approved for six years.</p> <p>Office: Retain form for all approved courses for as long as the course continues to be offered, then deposit in the Archives. Forms for non-approved courses to be deposited in the Archives. The deposit of all forms in the Archives shall take place once each year.</p> <p>Archives: For total retention period and destroy.</p>
5.	<p><u>PROGRAM FILES, 1968 -</u> Folders for non-credit courses (except real estate courses) offered through the Office of Continuing Education, including such items as instructors' contracts, handout materials, any evaluation sheets, record of any certificates granted, and related papers. Record copies of personnel actions are maintained in the Personnel Office. Record copies of class lists and enrollment forms are maintained and scheduled separately.</p> <p>RETENTION: Seven years Office: Two years Archives: Five years and destroy; the Continuing Education Office will retain a record of all certificates granted.</p>
6.	<p><u>REAL ESTATE PROGRAM FILES, c. 1968 -</u> Folders for real estate courses offered through the Office of Continuing Education, including such items as instructors' contracts, handout materials, any evaluation sheets, record of certificates granted, and related papers. Record copies of personnel actions are maintained in the Personnel Office. Record copies of class lists and enrollment forms are maintained and scheduled separately.</p> <p>RETENTION: Seven years Office: Seven years and destroy; the Continuing Education Office will retain a record of all certificates granted for that period of time specified by state regulations.</p>

RECORDS RETENTION SCHEDULE NUMBER 12

CAMPUS: CENTRAL ADMINISTRATION

OFFICE: CONTINUING EDUCATION

Item No.	Description and Retention
7.	<p><u>CONTINUING EDUCATION CONFERENCES/WORKSHOPS RECORDS, 1969 -</u> Records of conferences and workshops sponsored by the Office of Continuing Education, including handouts, budgets, records of proceedings, and related papers.</p> <p>RETENTION: Five years Office: Two years Archives: Three years and destroy</p>
8.	<p><u>FINANCIAL RECORDS, 1968 -</u> Deposit sheets, cash receipts, accounting records, and related financial records documenting the receipt of tuition and fees for non-credit courses offered through the Continuing Education Office. Record copies of state aid reports are retained in the Office of Planning, Marketing and Research. Record copies of cash receipts and expenditure records are retained in the Finance Office.</p> <p>RETENTION: (a) Four years or until audited, whichever is longer, for financial assistance invoices (special billings). (b) Five years or until audited, whichever is longer, for all other records.</p> <p>Office: Two years Archives: Two-four years and destroy.</p>
9.	<p><u>CREDIT PROGRAM FINANCIAL RECORDS, c. 1970 -</u> Registration source documents and related financial records documenting the receipt of tuition and fees for credit courses offered through the Continuing Education Office. Record copies of source documents are retained in the Admissions, Registration, and Records Office.</p> <p>RETENTION: Retain for the period of time specified for similar records maintained in the campus Cashiers' offices and the campus Registrars' offices (ex. financial cards for five years; change of schedule forms and financial assistance invoices for four years; registration source documents for two years).</p>
10.	<p><u>FACULTY APPLICATIONS, 1971 -</u> Applications from individuals who have taught or who apply to teach in the Continuing Education programs of the College.</p> <p>RETENTION: Two years Office: Two years and destroy</p>

MONTGOMERY COMMUNITY COLLEGE

RECORDS RETENTION SCHEDULE NUMBER 12

CAMPUS: CENTRAL ADMINISTRATION	OFFICE: CONTINUING EDUCATION
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Item No.	Description and Retention
11.	<p><u>FACULTY FOLDERS, 1973 -</u> Folders containing employment information, course description, etc., relating to non-credit courses offered by Continuing Education.</p> <p>RETENTION: Twenty years Office: Three years Archives: Twenty years</p>

RECORDS RETENTION SCHEDULE NUMBER 13

CAMPUS: CENTRAL ADMINISTRATION

OFFICE: ADMINISTRATIVE VICE PRESIDENT

Item
No.

Description and Retention

- | | |
|----|---|
| 1. | <p><u>GENERAL CORRESPONDENCE AND OFFICE FILES, 1965 -</u>
Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Office of the Administrative Vice President.</p> <p>RETENTION: Three years
Office: May be destroyed after three years. Material having continuing administrative, legal or historical value to be retained until such value ends or deposited in the Archives for permanent retention.</p> |
| 2. | <p><u>ASSOCIATION FILE, 1966 -</u>
Constitutions, bylaws, rules, and regulations of associations of which the College is a member. This is a non-record file maintained for convenience by the Administrative Vice President.</p> <p>RETENTION: Retain as long as the College remains a member and for one year thereafter.
For total retention period and destroy</p> |

RECORDS RETENTION SCHEDULE NUMBER 14

CAMPUS: CENTRAL ADMINISTRATION

OFFICE: FINANCE

Item No.	Description and Retention
1.	<p><u>GENERAL CORRESPONDENCE AND OFFICE FILES, 1969 -</u> Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Office of the Director of Finance.</p> <p>RETENTION: Three years Office: May be destroyed after three years. Material having continuing administrative, legal, or historical value to be retained until such value ends or deposited in the Archives for permanent retention.</p>
2.	<p><u>GENERAL LEDGERS, FY1954 -</u> Record of financial transactions in all accounts during the fiscal year; not as detailed as the Statement of Transactions. Only the end-of-fiscal-year run is retained.</p> <p>RETENTION: Permanent Office: Three years Archives: Permanent; microfilm periodically and destroy paper records</p>
3.	<p><u>STATEMENT OF TRANSACTION, FY1967 -</u> Detailed record of financial transactions in all accounts during the fiscal year. Only the end-of-fiscal-year run is retained.</p> <p>RETENTION: Permanent Office: Three years Archives: Permanent; microfilm periodically and destroy paper records.</p>
4.	<p><u>OPERATING BUDGET REPORT, FY1970 -</u> Summary of financial transactions in all accounts during the fiscal year recorded in a manner consistent with the format of the Operating Budget. Only the end-of-fiscal-year run is retained.</p> <p>RETENTION: Permanent Office: Three years Archives: Permanent; microfilm periodically and destroy paper records.</p>

MONTGOMERY COMMUNITY COLLEGE

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CAMPUS: CENTRAL ADMINISTRATION

OFFICE: FINANCE

Item No.	Description and Retention
5.	<p><u>FIXED ASSET INVENTORY, FY1979 -</u> A record of all College equipment and furniture documenting the value and location of each item.</p> <p>RETENTION: Permanent Office: Three years Archives: Permanent</p>
6.	<p><u>INVESTMENT RECORDS, 1970 -</u> Records of all College investment, including policies and procedures to be followed, financial data, correspondence, and miscellaneous supporting data.</p> <p>RETENTION: Permanent Office: Permanent</p>
7.	<p><u>CAPITAL PROJECTS FINANCIAL RECORDS, 1969 -</u> Copies of contracts for capital projects and records of payments made by the College under the terms of the contracts.</p> <p>RETENTION: Permanent Office: Retain for two years after project formally closed Archives: Permanent</p>
8.	<p><u>PAYROLL RECORDS, 1967 -</u> Records documenting the payment of salaries to College employees, with supporting materials, including but not limited to the following: Payroll registers; employee folders; attendance vouchers; leave reports; leave balance records; miscellaneous deductions; and W-2 forms.</p> <p>RETENTION: Permanent Office: Two years Archives: Permanent; microfilm periodically and destroy paper records</p>

MONTGOMERY COMMUNITY COLLEGE

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CAMPUS: CENTRAL ADMINISTRATION

OFFICE: FINANCE

Item No.	Description and Retention
9.	<p><u>FEDERAL AND FEDERAL-STATE GRANT FINANCIAL RECORDS, 1950's</u> - Copies of proposal, approved agreement, financial records documenting the receipt and expenditure of funds, and periodic required reports relating to federal and federal-state grants received by the College.</p> <p>RETENTION: Retain until an audit possible under terms of the grant is completed or, if no audit is performed, for six years after the close of the fiscal year in which the expenditure was made, or for that period of time required by federal and state records retention regulations, whichever is longer.</p> <p>Office: Retain until grant expires; microfilm periodically. Archives: For total retention period and destroy</p>
10.	<p><u>FACULTY PROFESSIONAL DUES RECORDS, 1982-83</u> - Record of payments of professional dues made by the faculty.</p> <p>RETENTION: Three years Office: Three years and destroy</p>
11.	<p><u>NATIONAL DEFENSE STUDENT LOAN RECORDS, 1960</u> - Original request for loan, conditions of loan, correspondence, promissory notes, record of payments, and related items.</p> <p>RETENTION: Retain six years after loan fully paid or for that period of time required by federal records retention regulations, whichever is longer.</p> <p>Office: Retain until loan fully paid Archives: For total retention period and destroy</p>
12.	<p><u>BANK STATEMENTS, 1969</u> - Monthly statements received from the bank, with worksheets.</p> <p>RETENTION: Five years or until audited, whichever is longer Office: Two years Archives: Three years and destroy</p>

MONTGOMERY COMMUNITY COLLEGE

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CAMPUS: CENTRAL ADMINISTRATION

OFFICE: FINANCE

Item No.	Description and Retention
13.	<p><u>CANCELLED CHECKS, 1967 -</u> Cancelled payroll and vendor checks returned by the bank.</p> <p>RETENTION: Five years or until audited, whichever is longer Office: Two years Archives: Three years and destroy</p>
14.	<p><u>CASH RECEIPTS, 1969 -</u> Finance Office copies of cash receipts issued throughout the College.</p> <p>RETENTION: Five years or until audited, whichever is longer Office: Two years Archives: Three years and destroy</p>
15.	<p><u>AUXILIARY ENTERPRISES FINANCIAL RECORDS, 1969 -</u> Copies of periodic inventories, reports, and statements of revenue and disbursements.</p> <p>RETENTION: Five years or until audited, whichever is longer Office: Two years Archives: Three years and destroy</p>
16.	<p><u>CHECK VOUCHERS, 1967 -</u> Alphabetical and numerical copies of all vouchers (except payroll vouchers) that accompany checks to vendors, etc. The numerical copy includes supporting documents such as an additional copy of the purchase order or a vendor invoice.</p> <p>RETENTION: Five years or until audited, whichever is longer Office: Two years Archives: Three years and destroy</p>
17.	<p><u>PURCHASE ORDERS, 1967 -</u> Alphabetical and numerical copies of College purchase orders prepared by the Procurement Office, kept separately.</p> <p>RETENTION: Four years or until audited, whichever is longer Office: Two years Archives: Two years and destroy</p>

MONTGOMERY COMMUNITY COLLEGE

Page 5 of 6RECORDS RETENTION SCHEDULE NUMBER 14

CAMPUS: CENTRAL ADMINISTRATION

OFFICE: FINANCE

Item No.	Description and Retention
18.	<p><u>MULTI-PURPOSE FORMS, 1968 -</u> Original entry of accounting transactions, with backup material.</p> <p>RETENTION: Five years Office: Two years Archives: Three years and destroy</p>
19.	<p><u>STOP PAYMENT REQUEST, 1975 -</u> Daily record of requests for stop payment of checks issued by the College.</p> <p>RETENTION: Five years Office: Two years Archives: Three years and destroy</p>
20.	<p><u>RETURNED CHECK LOG, 1976 -</u> Daily entries of checks returned to the Finance Office.</p> <p>RETENTION: Five years Office: Two years Archives: Three years and destroy</p>
21.	<p><u>PAID INVOICES, MC, 1975 -</u> Rental of College facilities by outside organizations with payment record.</p> <p>RETENTION: Five years Office: Two years Archives: Three years</p>
22.	<p><u>RECORD OF EXPENDITURES, 1971 -</u> Chronological record of all College cash expenditures.</p> <p>RETENTION: Five years Office: Two years Archives: Three years</p>
23.	<p><u>SALES TAX RECORDS</u> Record of sales tax refunds and voids.</p> <p>RETENTION: Five years Office: Two years Archives: Three years</p>

RECORDS RETENTION SCHEDULE NUMBER 14

CAMPUS: CENTRAL ADMINISTRATION

OFFICE: FINANCE

Item No.	Description and Retention
24.	<p><u>DISCIPLINE COST ANALYSIS, 1975 -</u> An analysis of the cost of instructional disciplines as defined by HEGIS.</p> <p>RETENTION: Permanent Office: Two years Archives: Permanent</p>
25.	<p><u>STUDENT PAYMENT RECORDS, 1977 -</u> Computer printouts which document student tuition payments, including but not limited to the following: Student billing batch total listing, student billing transaction logs, student billing detail, student billing entries, etc.</p> <p>RETENTION: Five years Office: Two years Archives: Three years</p>
26.	<p><u>FEDERAL PROGRAMS, 1970 -</u> Grants and proposals that were awarded to the College, such as JPTA, BEOG, Vocational Education, containing the original contract, proposals, correspondence, etc.</p> <p>RETENTION: Permanent Office: Two years Archives: Permanent</p>

MONTGOMERY COMMUNITY COLLEGE

Page 1 of 3RECORDS RETENTION SCHEDULE NUMBER 15

CAMPUS: CENTRAL ADMINISTRATION

OFFICE: ASSISTANT DIRECTOR OF FINANCE

Item No.	Description and Retention
1.	<p><u>GENERAL CORRESPONDENCE AND OFFICE FILES, c. 1967 -</u> Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Office of the Assistant Director of Finance, including the Campus Cashiers.</p> <p>RETENTION: Three years Office: May be destroyed after three years. Material having continuing administrative, legal, or historical value to be retained until such value ends or deposited in the Archives for permanent retention.</p>
2.	<p><u>FINANCIAL CARDS, 1968 -</u> Record of tuition and fees paid by students each semester, including name of student, social security number, address, course numbers, semester hours, and charges for tuition and fees.</p> <p>RETENTION: Five years Office: Two years Archives: Three years and destroy</p>
3.	<p><u>CASH RECEIPTS, 1968 -</u> Copies of cash receipts issued for monies received in the Campus Cashiers' offices.</p> <p>RETENTION: Five years or until audited, whichever is longer Office: One year Archives: Four years and destroy</p>
4.	<p><u>CASH REGISTER DETAIL TAPES, 1968 -</u> Detail tapes from cash registers in Campus Cashiers' offices.</p> <p>RETENTION: Five years or until audited, whichever is longer Office: One year Archives: Four years and destroy</p>
5.	<p><u>DEPOSIT BOOKS, 1968 -</u> Records of deposits made by the Campus Cashiers to the College bank account.</p> <p>RETENTION: Five years or until audited, whichever is longer Office: One year Archives: Four years and destroy</p>

RECORDS RETENTION SCHEDULE NUMBER 15

CAMPUS: CENTRAL ADMINISTRATION

OFFICE: ASSISTANT DIRECTOR OF FINANCE

Item No.	Description and Retention
6.	<p><u>CASH REGISTER RECEIPTS, 1968 -</u> Summary of tuition and fees received through the Registrars' Offices, with cash receipt recording monies deposited in the College's bank account.</p> <p>RETENTION: Five years or until audited, whichever is longer Office: One year Archives: Four years and destroy</p>
7.	<p><u>CASH REGISTER REPORTS, 1968 -</u> Copies of cash register reports and tapes that may accompany deposits made by auxiliary enterprises. The reports are used to verify deposits.</p> <p>RETENTION: Five years or until audited, whichever is longer Office: One year Archives: Four years and destroy</p>
8.	<p><u>FINANCIAL ASSISTANCE INVOICES (SPECIAL BILLINGS), 1972 -</u> Copies of special billings sent to those organizations that pay all or part of the tuition and/or fees of students.</p> <p>RETENTION: Four years or until audited, whichever is longer Office: One year Archives: Three years and destroy</p>
9.	<p><u>UNPAID PARKING TICKETS, 1972 -</u> Unpaid parking tickets issued on the campuses.</p> <p>RETENTION: Five years or until audited, whichever is longer Office: For total retention period and destroy</p>
10.	<p><u>STUDENT BILLING TRANSACTION LOGS, 1974 -</u> Daily log of student payments with corresponding cash summary sheets with receipts, in folders.</p> <p>RETENTION: Five years Office: Two years Archives: Three years and destroy</p>

MONTGOMERY COMMUNITY COLLEGE

RECORDS RETENTION SCHEDULE NUMBER 15

CAMPUS: CENTRAL ADMINISTRATION

OFFICE: ASSISTANT DIRECTOR OF FINANCE

Item
No.

Description and Retention

11.

STUDENT BILLING BATCH TOTAL LISTING, 1974 -

A computer printout record of student payment transaction by batch (regular payments, insurance, segment adjustments, various types of batches, drop-add fee).

RETENTION: Five years

Office: Two years

Archives: Three years and destroy

MONTGOMERY COMMUNITY COLLEGE

RECORDS RETENTION SCHEDULE NUMBER 16

CAMPUS: CENTRAL ADMINISTRATION

OFFICE: AFFIRMATIVE ACTION

Item No.	Description and Retention
1.	<p><u>GENERAL CORRESPONDENCE AND OFFICE FILES, 1975 -</u> Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Office of the Director of Affirmative Action.</p> <p>RETENTION: Three years Office: May be destroyed after three years. Material having continuing administrative, legal, or historical value to be retained until such value ends or deposited in the Archives for permanent retention.</p>
2.	<p><u>AFFIRMATIVE ACTION RECORDS, 1975 -</u> Reports and supporting data documenting the College affirmative action program, including federal EEO-6, Title IX Self-Evaluation Reports, and similar reports and evaluations.</p> <p>RETENTION: Retain reports ten years, and supporting data three years, or for that period of time required by federal and state records retention regulations, whichever is longer. Office: Retain reports for five years Retain supporting data for three years and destroy Archives: Retain reports for total retention period and destroy.</p>

MONTGOMERY COMMUNITY COLLEGE

RECORDS RETENTION SCHEDULE NUMBER 17

CAMPUS: CENTRAL ADMINISTRATION

OFFICE: PERSONNEL

Item No.	Description and Retention
1.	<p><u>GENERAL CORRESPONDENCE AND OFFICE FILES, 1967 -</u> Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Office of the Director of Personnel.</p> <p>RETENTION: Three years Office: May be destroyed after three years. Material having continuing administrative, legal, or historical value to be retained until such value ends or deposited in the Archives for permanent retention.</p>
2.	<p><u>STAFF PERSONNEL FOLDERS, 1950's -</u> Materials collected at time of employment, including application and letters of recommendation, salary action authorizations (salary file), evaluations, and other materials relevant to the individual's employment with the College.</p> <p>RETENTION: Twenty years after termination of employment Retain while active and for one year after termination of employment. Office: Retain while active and for one year after termination of employment. Archives: Nineteen years and destroy</p>
3.	<p><u>FACULTY/ADMINISTRATORS SALARY FILE, 1967 -</u> Personnel action forms for full-time and part-time faculty and for the administrative staff.</p> <p>RETENTION: Twenty years after termination of employment Office: Retain forms for full-time faculty and administrators for the total retention period and destroy. Retain forms for part-time faculty for two years. Archives: Retain forms for part-time faculty eighteen years and destroy.</p>
4.	<p><u>STUDENT/TEMPORARIES PERSONNEL RECORDS, c. 1950 -</u> Folders containing employment information, c. 1950-1969, when they were discontinued, cards, personnel action forms, and related records since 1969.</p> <p>RETENTION: Twenty years after termination of employment Office: Five years after termination of employment Archives: Fifteen years and destroy.</p>

MONTGOMERY COMMUNITY COLLEGE

Page 2 of 4RECORDS RETENTION SCHEDULE NUMBER 17

CAMPUS: CENTRAL ADMINISTRATION

OFFICE: PERSONNEL

Item No.	Description and Retention
5.	<p><u>EMPLOYMENT RECORD CARDS, 1966 -</u> Cards containing employment information for faculty, students, temporaries, and staff. These cards are used as a cross reference to the files maintained in the Personnel Office.</p> <p>RETENTION: Twenty years Office: Retain while active Archives: For remainder of retention period</p>
6.	<p><u>RETIREMENT BENEFITS RECORDS, 1967 -</u> Contracts with insuring agency, enrollment cards and forms, reports, and miscellaneous material.</p> <p>RETENTION: Permanent Office: Two years after coverage terminated Archives: Permanent</p>
7.	<p><u>STUDENT INSURANCE RECORDS, 1967 -</u> Contracts with insuring agency, enrollment cards and forms, claims and payments materials, source documents such as insurance cards and insurance waivers, and any related records.</p> <p>RETENTION: Twenty years after termination of policy, except that source documents may be destroyed after three years Office: Two years after termination of policy Archives: Eighteen years and destroy</p>
8.	<p><u>PERSONNEL HEALTH INSURANCE RECORDS, 1967 -</u> Contracts with insuring agency, enrollment cards and forms, and related material.</p> <p>RETENTION: Twenty years after termination of policy or coverage Office: Two years after termination of policy or coverage Archives: Eighteen years and destroy</p>

RECORDS RETENTION SCHEDULE NUMBER 17

CAMPUS: CENTRAL ADMINISTRATION

OFFICE: PERSONNEL

Item No.	Description and Retention
9.	<p><u>PERSONNEL LIFE INSURANCE RECORDS, 1967 -</u> Contracts with insuring agency, enrollment cards and forms, and related material.</p> <p>RETENTION: Twenty years after termination of policy or coverage Office: Two years after termination of policy or coverage Archives: Eighteen years and destroy</p>
10.	<p><u>WORKERS COMPENSATION RECORDS, 1967 -</u> Injury report, medical reports, bills, and related material.</p> <p>RETENTION: Twenty years Office: Two years Archives: Eighteen years and destroy</p>
11.	<p><u>PERSONNEL CLASSIFICATION FILE, 1969 -</u> Working file of classification specifications, specific job descriptions, list of budgeted positions, and related information.</p> <p>RETENTION: Permanent Office: Permanent</p>
12.	<p><u>EAP/TUITION WAIVER RECORDS, 1971 -</u> Application forms and any related records documenting the participation of College employees in Educational Assistance Plan benefits and Tuition Waiver Plan benefits.</p> <p>RETENTION: Six years Office: Two years Archives: Four years and destroy</p>
13.	<p><u>APPLICATIONS, 1968 -</u> Applications for faculty, staff and administrative positions at the College.</p> <p>RETENTION: Two years Office: Two years and destroy</p>

RECORDS RETENTION SCHEDULE NUMBER 17

CAMPUS: CENTRAL ADMINISTRATION

OFFICE: PERSONNEL

Item No.	Description and Retention
14.	<p><u>ADMINISTRATORS' PERSONNEL FOLDERS, 1946 -</u> Materials collected at time of employment, including application and letters of recommendation, copies of salary authorizations and personnel actions, and other materials relevant to the administrator's employment with the College.</p> <p>RETENTION: Twenty years after termination of employment Office: Retain while active and for one year after termination of employment Archives: Nineteen years and destroy</p>
15.	<p><u>ADMINISTRATIVE AND FACULTY CONTRACTS, 1946 -</u> Faculty and administrators' contracts with the College.</p> <p>RETENTION: Twenty years after termination of employment Office: Retain while active and for one year after termination of employment Archives: Nineteen years and destroy</p>
16.	<p><u>LEAVE AGREEMENTS, FACULTY AND ADMINISTRATORS, 1981 -</u> Original copies of contractual agreements signed by faculty and administrators for sabbaticals and for extended leave without pay.</p> <p>RETENTION: Twenty years Office: Two years Archives: Eighteen years and destroy</p>

RECORDS RETENTION SCHEDULE NUMBER 18

CAMPUS: CENTRAL ADMINISTRATION

OFFICE: PROCUREMENT

Item No.	Description and Retention
1.	<p><u>GENERAL CORRESPONDENCE AND OFFICE FILES, 1967 -</u> Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Office of the Director of Procurement.</p> <p>RETENTION: Three years Office: May be destroyed after three years. Material having continuing administrative, legal, or historical value to be retained until such value ends or deposited in the Archives for permanent retention.</p>
2.	<p><u>PURCHASE ORDERS, 1967 -</u> College purchase orders.</p> <p>RETENTION: Five years or until audited, whichever is longer. Office: Three years Archives: Two years and destroy</p>
3.	<p><u>REQUISITIONS, 1967 -</u> Signed requisition forms supporting purchase orders.</p> <p>RETENTION: Five years or until audited, whichever is longer Office: Three years Archives: Two years and destroy</p>
4.	<p><u>BIDS FILE, 1967 -</u> Bid forms, tabulations, and specifications.</p> <p>RETENTION: Five years or until audited, whichever is longer Office: Three years Archives: Two years and destroy</p>
5.	<p><u>STORES REQUISITIONS, 1970 -</u> Receipted copies of stores requisitions forms used for drawing supplies from the College central stores.</p> <p>RETENTION: Four years or until audited, whichever is longer Office: Two years Archives: Two years and destroy</p>

MONTGOMERY COMMUNITY COLLEGE

RECORDS RETENTION SCHEDULE NUMBER 18

CAMPUS: CENTRAL ADMINISTRATION

OFFICE: PROCUREMENT

Item No.	Description and Retention
6.	<p><u>RECEIVING REPORTS, 1972 -</u> Receipt forms for items received in the central receiving area. This record series includes another copy of the purchase order and a delivery record.</p> <p>RETENTION: Five years or until audited, whichever is longer Office: Three years Archives: Two years and destroy</p>
7.	<p><u>PROPERTY CONTROL REPORTS AND RECORDS, c. 1967 -</u> Records documenting the acquisition and internal control of inventorial property of the College.</p> <p>RETENTION: Permanent Office: Permanent; office of record</p>

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RECORDS RETENTION SCHEDULE NUMBER 19

CAMPUS: CENTRAL ADMINISTRATION

OFFICE: COMPUTING SERVICES

Item No.	Description and Retention
1.	<p><u>GENERAL CORRESPONDENCE AND OFFICE FILES, 1969 -</u> Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Office of the Director of Computing Services.</p> <p>RETENTION: Three years Office: May be destroyed after three years. Material having continuing administrative, legal, or historical value to be retained until such value ends or deposited in the Archives for permanent retention.</p>
2.	<p><u>PROGRAM DOCUMENTATION FOLDERS, c. 1968 -</u> Folders containing documentation for computer program used in the College Computing Services Center.</p> <p>RETENTION: Retain for that period of time that the computer program remains in use. Office: New programs and updates to existing programs to be microfilmed annually for security purposes. Archives: Retain microfilm for that period of time that the computer program remains in use.</p>

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RECORDS RETENTION SCHEDULE NUMBER 20

CAMPUS: CENTRAL ADMINISTRATION

OFFICE: FACILITIES

Item No.	Description and Retention
1.	<p><u>GENERAL CORRESPONDENCE AND OFFICE FILES, 1967 -</u> Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Office of the Director of Facilities.</p> <p>RETENTION: Three years Office: May be destroyed after three years. material having continuing administrative, legal, or historical value to be retained until such value ends or deposited in the Archives for permanent retention.</p>
2.	<p><u>CAPITAL PROJECTS RECORDS, c. 1967 -</u> Records relating to capital development projects, including legal, financial, planning, construction, and state and federal funding files, as well as correspondence, reports, specifications, drawings, plans, and miscellaneous materials.</p> <p>RETENTION: Permanent Office: Retain files on individual projects for two years after project formally closed. Archives: Permanent</p>

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RECORDS RETENTION SCHEDULE NUMBER 21

CAMPUS: CENTRAL ADMINISTRATION

OFFICE: FACILITIES, PLANNING,
CONSTRUCTION, AND MANAGEMENT

Item No.	Description and Retention
1.	<p><u>GENERAL CORRESPONDENCE AND OFFICE FILES, 1967 -</u> Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Facilities Office.</p> <p>RETENTION: Three years Office: May be destroyed after three years. Material having continuing administrative, legal, or historical value to be retained until such value ends or deposited in the Archives for permanent retention.</p>
2.	<p><u>SPACE RESERVATION FILE, 1969 -</u> Record of all events taking place on the Takoma Park Campus requiring the use of College facilities, including original request, reservation form, copy of receipt indicating payment has been made to Cashier, and any related papers.</p> <p>RETENTION: Three years Office: Three years</p>

RECORDS RETENTION SCHEDULE NUMBER 22

CAMPUS: CENTRAL ADMINISTRATION

OFFICE: OPERATIONS AND MAINTENANCE

Item No.	Description and Retention
1.	<p><u>SPECIFICATIONS, PLANS, AND DRAWINGS, 1890 -</u> Specifications, plans, and drawings of buildings, systems, and equipment now in service.</p> <p>RETENTION: Permanent Office: Permanent</p>
2.	<p><u>CENTRALIZED MAINTENANCE ACCOUNTS FILES, 1969 -</u> Records of supplies and equipment ordered for College facilities, including requisitions and related papers providing a full description of each item ordered and why it was needed.</p> <p>RETENTION: Retain for the life of the equipment and for three years thereafter Office: For total retention period and destroy</p>
3.	<p><u>LAWS, CODES, RULES AND POLICIES, 1965 -</u> Records relating to legal requirements and established College policies governing College facilities.</p> <p>RETENTION: Permanent Office: Permanent</p>
4.	<p><u>MAINTENANCE PROGRAMS FILE, 1920 -</u> Specific information, including correspondence, memoranda, literature, etc., regarding buildings, systems, and equipment in service.</p> <p>RETENTION: Three years Office: May be destroyed after three years. Material having continuing administrative or legal value to the office to be retained until such value ends.</p>
5.	<p><u>INSPECTION SHEETS, 1971 -</u> Equipment check forms prepared daily by stationary engineers.</p> <p>RETENTION: Three years Office: One year Archives: Two years and destroy</p>

MONTGOMERY COMMUNITY COLLEGE

RECORDS RETENTION SCHEDULE NUMBER 22

CAMPUS: CENTRAL ADMINISTRATION

OFFICE: OPERATIONS AND MAINTENANCE

Item No.	Description and Retention
6.	<p><u>SERVICE REQUESTS RECORDS, 1970 -</u> Service request forms, with record of work completed.</p> <p>RETENTION: Three years Office: One year Archives: Two years and destroy.</p>

RECORDS RETENTION SCHEDULE NUMBER 23

CAMPUS: CENTRAL ADMINISTRATION

OFFICE: SAFETY AND SECURITY

Item No.	Description and Retention
1.	<p><u>GENERAL CORRESPONDENCE AND OFFICE FILES, c. 1969 -</u> Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Office of the Supervisor of Safety and Security.</p> <p>RETENTION: Three years Office: May be destroyed after three years. Material having continuing administrative, legal, or historical value to be retained until such value ends or deposited in the Archives for permanent retention.</p>
2.	<p><u>SECURITY LOG BOOKS AND OFFENSE REPORTS, 1969 -</u> Daily record of security checks and offenses committed, and offense reports prepared as required.</p> <p>RETENTION: Twenty years Office: Five years Archives: Fifteen years and destroy</p>
3.	<p><u>PARKING TICKETS, 1965 -</u> Copies of parking tickets issued on the Rockville Campus.</p> <p>RETENTION: Retain for five years after ticket date of issuance or until audited. Office: For total retention period and destroy</p>
4.	<p><u>VEHICLE REGISTRATION CARDS, 1965 -</u> Registration cards completed by students and employees, including name, make of car, owner, tag number, and registration number.</p> <p>RETENTION: One year after termination of registration Office: For total retention period and destroy</p>

RECORDS RETENTION SCHEDULE NUMBER 24

CAMPUS: CENTRAL ADMINISTRATION

OFFICE: ADMISSIONS, RECORDS, AND
REGISTRATION

Item No.	Description and Retention
1.	<p><u>GENERAL CORRESPONDENCE AND OFFICE FILES, 1965 -</u> Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Office of Admissions, Records, and Registration.</p> <p>RETENTION: Three years Office: May be destroyed after three years. Material having continuing administrative, legal, or historical value to be retained until such value ends or deposited in the Archives for permanent retention.</p>
2.	<p><u>STUDENT PERMANENT RECORD CARDS, 1946 -</u> Official record of grades received by all students currently or formerly enrolled at the College and at some off-campus extension centers.</p> <p>RETENTION: Permanent Office: Permanent Archives: Records for 1946-1967 on microfilm to be retained permanently.</p>
3.	<p><u>STUDENT FOLDERS, 1967 -</u> Application form, transcripts, test scores, acceptance letter, counselor interview notes, unsatisfactory progress reports, copies of mid-semester and final grades, and any miscellaneous items.</p> <p>RETENTION: Retain while student is enrolled and for 3 years thereafter Office: For total retention period and destroy after verifying that Permanent Record Card is intact.</p>
4.	<p><u>BLISS ELECTRICAL SCHOOL STUDENT GRADE RECORDS, 1910-1950 -</u> Grade records of students who attended Bliss Electrical School, including Grade Books, 1910-21, Grade Cards, 1922-50, and a card index.</p> <p>RETENTION: Permanent Office: Transfer to Archives Archives: Permanent</p>

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CAMPUS: CENTRAL ADMINISTRATION

OFFICE: ADMISSIONS, RECORDS, AND
REGISTRATION

Item No.	Description and Retention
5.	<p><u>U.S. NAVY ELECTRICIAN'S MATES SCHOOL STUDENT GRADE RECORDS, 1942-45; 1951-53</u> - Grade cards for naval personnel enrolled in the program conducted by Bliss Electrical School, 1942-45, and Montgomery Junior College, 1951-53.</p> <p>RETENTION: Permanent Office: Transfer to Archives Archives: Permanent</p>
6.	<p><u>CARVER JUNIOR COLLEGE STUDENT GRADE RECORDS, 1950-1956</u> - A very small, incomplete set of grade cards for students enrolled at Carver Junior College.</p> <p>RETENTION: Permanent Office: Transfer to Archives Archives: Permanent</p>
7.	<p><u>DENTAL ASSISTING GRADE RECORDS, 1966-1972</u> - Grade records of students who enrolled in non-credit Dental Assisting evening courses offered on the Takoma Park Campus.</p> <p>RETENTION: Permanent Office: Transfer to Archives Archives: Permanent</p>
8.	<p><u>SCIENCE SEMINARS ATTENDANCE RECORDS, 1964-1966</u> - Attendance records of public school teachers who participated in various science seminars offered at the Takoma Park Campus.</p> <p>RETENTION: Permanent Office: Transfer to ARchives Archives: Permanent</p>
9.	<p><u>STUDENT GRADE VERIFICATION BOOKS, 1950</u> - DPS sheets recording students' names and final grades received in each section of each course and signed by instructor.</p> <p>RETENTION: Permanent Office: Two years Archives: Permanent</p>

RECORDS RETENTION SCHEDULE NUMBER 24

CAMPUS: CENTRAL ADMINISTRATION

OFFICE: ADMISSIONS, RECORDS, AND
REGISTRATION

Item No.	Description and Retention
10.	<p><u>REGISTRATION SOURCE DOCUMENTS, 1965 -</u> Various forms and listings, including Program of Studies, which document the early registration, regular registration, and late registration of students. These are non-record source documents. Information of continuing value is located in the Student Grade Verification books and in the Student Permanent Record Cards. Official enrollment data is maintained in the Office of Planning, Marketing, and Research.</p> <p>RETENTION: Three years Office: Three years and destroy</p>
11.	<p><u>STUDENT CLASS LISTS, 1969 -</u> DPS sheets recording the names and social security numbers of students in each section of each course. These are non-record source documents maintained for purposes of registration. Information of continuing value is located in the Student Grade Verifications books and in the Student Permanent Record Cards. Official enrollment data is maintained by the Office of Planning, Marketing, and Research.</p> <p>RETENTION: One year Office: One year and destroy</p>
12.	<p><u>STUDENT CHANGE OF SCHEDULE FORMS, 1969 -</u> Copies of drop-add forms recording changes in students' schedules.</p> <p>RETENTION: Three years Office: Three years and destroy</p>
13.	<p><u>STUDENT MEDICAL RECORDS, 1968 -</u> Records of physical examinations given at admission, examinations given to athletes, accident reports, Nursing Program immunization records, and miscellaneous items.</p> <p>RETENTION: (a) Five years for Nursing Program immunization records (b) Three years for all other records Office: For total retention period and destroy</p>

MONTGOMERY COMMUNITY COLLEGE

RECORDS RETENTION SCHEDULE NUMBER 24

CAMPUS: CENTRAL ADMINISTRATION

OFFICE: ADMISSIONS, RECORDS, AND
REGISTRATION

Item No.	Description and Retention
14.	<p><u>SPECIAL STUDENT SERVICES, 1977 -</u> Folders containing test results for handicapped students.</p> <p>RETENTION: Three years Office: May be destroyed after three years. Material having continuing administrative, legal, or historical value to be retained until such value ends or deposited in the Archives for permanent retention.</p>
15.	<p><u>FOREIGN STUDENTS' RECORDS, 1970 -</u> Records of foreign students enrolled at the College on student visas, including copies of forms sent to the U.S. Bureau of Immigration and any related papers.</p> <p>RETENTION: Retain for three years after student is no longer enrolled at the College or for that period of time required by federal records retention regulations, whichever is longer. Office: For total retention period and destroy</p>

CAMPUS: CENTRAL ADMINISTRATION

OFFICE: STUDENT FINANCIAL AID

Item No.	Description and Retention
1.	<p><u>GENERAL CORRESPONDENCE AND OFFICE FILES, 1967 -</u> Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Office of Student Financial Aid.</p> <p>RETENTION: Three years Office: May be destroyed after three years. Material having continuing administrative, legal, or historical value to be retained until such value ends or deposited in the Archives for permanent retention.</p>
2.	<p><u>STUDENT FINANCIAL AID FOLDERS, 1967 -</u> Record of all financial aid received by individual students, including application form, parent's (or student's) confidential form, financial need analysis report, award letter, reply sheet, and any miscellaneous supporting documents.</p> <p>RETENTION: Retain six years after the close of the fiscal year in which the expenditure was made or for that period of time required by federal and state records retention regulations, whichever is longer. Office: For total retention period and destroy</p>
3.	<p><u>STUDENT FINANCIAL AID HISTORY, 1971 -</u> Periodic listing of basic information relating to aid provided to all students, including names, social security numbers, test scores, financial need, amount awarded, and program. Only the end of the academic year run is retained.</p> <p>RETENTION: Permanent Office: Retain until no longer required for immediate reference, then deposit in Archives Archives: Permanent</p>

MONTGOMERY COMMUNITY COLLEGE

RECORDS RETENTION SCHEDULE NUMBER 26

CAMPUS: CENTRAL ADMINISTRATION

OFFICE: EDUCATIONAL SUPPORT SERVICES

Item No.	Description and Retention
1.	<p><u>GENERAL CORRESPONDENCE AND OFFICE FILES, 1952 -</u> Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Office of the Director of Educational Support Services.</p> <p>RETENTION: Three years Office: May be destroyed after three years. Material having continuing administrative, legal, or historical value to be retained until such value ends or deposited in the Archives for permanent retention.</p>

MONTGOMERY COMMUNITY COLLEGE

RECORDS RETENTION SCHEDULE NUMBER 27

CAMPUS: CENTRAL ADMINISTRATION

OFFICE: DIRECTOR OF AUXILIARY SERVICES

Item No.	Description and Retention
1.	<p><u>GENERAL CORRESPONDENCE AND OFFICE FILES, 1969 -</u> Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Office of Auxiliary Enterprises.</p> <p>RETENTION: Three years Office: May be destroyed after three years. Material having continuing administrative, legal, or historical value to be retained until such value ends or deposited in the Archives for permanent retention.</p>
2.	<p><u>AUXILIARY ENTERPRISES FINANCIAL RECORDS, 1969 -</u> Cash reports, cash register detail tapes, and other financial records documenting the financial operations of the various auxiliary enterprises under the supervision of the Director of Auxiliary Services.</p> <p>RETENTION: Five years or until audited, whichever is longer. Office: One year Archives: Four years and destroy</p>

MONTGOMERY COMMUNITY COLLEGE

Page 1 of 1RECORDS RETENTION SCHEDULE NUMBER 28

Item No.	Description and Retention
CAMPUS: TAKOMA PARK CAMPUS	OFFICE: PROVOST
1.	<p><u>GENERAL CORRESPONDENCE AND OFFICE FILES, 1967 -</u> Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Office of the Provost, Takoma Park Campus.</p> <p>RETENTION: Three years Office: May be destroyed after three years. Material having continuing administrative, legal, or historical value to be retained until such value ends or deposited in the Archives for permanent retention.</p>
2.	<p><u>FACULTY PERSONNEL FOLDERS/TP, 1946 -</u> Materials collected at time of employment, including application form and letters of recommendation, copies of salary action authorizations, evaluation materials, and other papers relating to the individual's full-time or part-time employment with the College.</p> <p>RETENTION: Permanent Office: Retain while active. Archives: Permanent</p>
3.	<p><u>CAMPUS ADVISORY GROUPS, 1979 -</u> Minutes of the proceedings of the campus advisory groups, committees, and any related records.</p> <p>RETENTION: Permanent Office: Two years; office of record Archives: Permanent</p>
4.	<p><u>ANNUAL REPORTS/TP. c. 1965 -</u> Annual reports of academic areas and administrative offices on the Takoma Park Campus.</p> <p>RETENTION: Permanent Office: Two years Archives: Permanent</p>

CAMPUS: TAKOMA PARK CAMPUS

OFFICE: INSTRUCTIONAL DEANS

Item No.	Description and Retention
1.	<p><u>GENERAL CORRESPONDENCE AND OFFICE FILES, 1980 -</u> Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Office of Instructional Deans, including Institute records.</p> <p>RETENTION: Three years Office: May be destroyed after three years. Material having continuing administrative, legal, or historical value to be retained until such value ends or deposited in the Archives for permanent retention.</p>
2.	<p><u>SUMMARIES OF COURSE CONTENT, 1967 -</u> Copies of course objectives, course outline, and final examinations for all courses offered in the Institutes of Natural Sciences, Humanities and Social Sciences, and Applied Sciences.</p> <p>RETENTION: Five years Office: Two years Archives: Three years and destroy except that materials having administrative value during re-accreditation periods to be retained until such value ends.</p>
3.	<p><u>NURSING PROGRAM: STUDENT FOLDERS, 1982 -</u> Folders containing student evaluations and other related records.</p> <p>RETENTION: Five years Office: Two years Archives: Three years and destroy</p>
4.	<p><u>FACULTY EVALUATIONS FILES, 1971 -</u> Evaluation forms and related records pertaining to the annual evaluation process.</p> <p>RETENTION: Permanent Office: Permanent</p>

RECORDS RETENTION SCHEDULE NUMBER 30

CAMPUS: TAKOMA PARK CAMPUS

OFFICE: STUDENT DEVELOPMENT

Item No.	Description and Retention
1.	<p><u>GENERAL CORRESPONDENCE AND OFFICE FILES, 1965 -</u> Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Office of Student Development.</p> <p>RETENTION: Three years Office: May be destroyed after three years. Material having continuing administrative, legal, or historical value to be retained until such value ends or deposited in the Archives for permanent retention.</p>
2.	<p><u>STUDENT ACTIVITIES CONTRACTS/TP, c. 1965 -</u> Contracts between the College and entertainers or others who are employed by the student program council at the Takoma Park Campus.</p> <p>RETENTION: Six years Office: Six years and destroy; office of record.</p>
3.	<p><u>STUDENT GOVERNMENT RECORDS/TP, 1968 -</u> Minutes and related records of student government groups.</p> <p>RETENTION: Permanent Office: Two years; office of record Archives: Permanent</p>

MONTGOMERY COMMUNITY COLLEGE

Page 1 of 1RECORDS RETENTION SCHEDULE NUMBER 31

CAMPUS: ROCKVILLE CAMPUS

OFFICE: PROVOST

Item No.	Description and Retention
1.	<p><u>GENERAL CORRESPONDENCE AND OFFICE FILES, 1967 -</u> Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Office of the Provost, Rockville Campus.</p> <p>RETENTION: Three years Office: May be destroyed after three years. Material having continuing administrative, legal, or historical value to be retained until such value ends or deposited in the Archives for permanent retention.</p>
2.	<p><u>FACULTY PERSONNEL FOLDERS/1965 -</u> Materials collected at time of employment, including application form and letters of recommendation, copies of salary action authorizations, evaluation materials, and other papers relating to the individual's full-time or part-time employment with the College.</p> <p>RETENTION: Permanent Office: Retain while active. Archives: Permanent</p>
3.	<p><u>CAMPUS ADVISORY GROUPS/RK, 1967 -</u> Minutes of the proceedings of the campus advisory groups, and any related records.</p> <p>RETENTION: Permanent Office: Two years; office of record Archives: Permanent</p>
4.	<p><u>ANNUAL REPORTS/RK, 1965 -</u> Annual reports of academic departments and administrative offices on the Rockville Campus.</p> <p>RETENTION: Permanent Office: Two years Archives: Permanent</p>

RECORDS RETENTION SCHEDULE NUMBER 32

CAMPUS: ROCKVILLE CAMPUS

OFFICE: INSTRUCTIONAL DEANS

Item No.	Description and Retention
1.	<p><u>GENERAL CORRESPONDENCE AND OFFICE FILES, 1965 -</u> Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Office of the Instructional Deans.</p> <p>RETENTION: Three years Office: May be destroyed after three years. Material having continuing administrative, legal, or historical value to be retained until such value ends or deposited in the Archives for permanent retention.</p>
2.	<p><u>SUMMARIES OF COURSE CONTENT/RK, 1965 -</u> Copies of course objectives, course outline, and final examination for all courses offered on the Rockville Campus.</p> <p>RETENTION: Five years Office: Five years and destroy, except that material having administrative value during re-accreditation periods to be retained until such value ends.</p>
3.	<p><u>DEPARTMENT CHAIR MEETINGS/RK, 1970 -</u> Minutes of the proceedings of Rockville Department Chair meetings and any related papers.</p> <p>RETENTION: Permanent Office: Two years Archives: Permanent</p>
4.	<p><u>REQUISITION FILES, 1976 -</u> Accounts files containing requisitions and supporting documentation for supplies and equipment ordered for campus academic departments, in fiscal year sequence.</p> <p>RETENTION: Four years Office: Four years</p>
5.	<p><u>FACULTY EVALUATIONS FILE, 1971 -</u> Evaluation forms and related records pertaining to the annual evaluation process.</p> <p>RETENTION: Permanent Office: Permanent</p>

MONTGOMERY COMMUNITY COLLEGE

RECORDS RETENTION SCHEDULE NUMBER 33

CAMPUS: ROCKVILLE CAMPUS

OFFICE: STUDENT DEVELOPMENT

Item No.	Description and Retention
1.	<p><u>GENERAL CORRESPONDENCE AND OFFICE FILES, 1967 -</u> Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Office of Student Development.</p> <p>RETENTION: Three years Office: May be destroyed after three years. Material having continuing administrative, legal, or historical value to be retained until such value ends or deposited in the Archives for permanent retention.</p>
2.	<p><u>STUDENT ACTIVITIES CONTRACTS/RK, 1967 -</u> Contracts between the College and entertainers or others who are employed by the Student Program Council at the Rockville Campus.</p> <p>RETENTION: Permanent Office: Two years; office of record Archives: Permanent</p>
3.	<p><u>STUDENT GOVERNMENT RECORDS/RK, 1967 -</u> Minutes and related records of student government groups.</p> <p>RETENTION: Permanent Office: Two years; office of record Archives: Permanent</p>

MONTGOMERY COMMUNITY COLLEGE

RECORDS RETENTION SCHEDULE NUMBER 34

CAMPUS: GERMANTOWN CAMPUS

OFFICE: PROVOST

Item No.	Description and Retention
1.	<p><u>GENERAL CORRESPONDENCE AND OFFICE FILES, 1973 -</u> Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Office of the Provost of the Germantown Campus.</p> <p>RETENTION: Three years Office: May be destroyed after three years. Material having continuing administrative, legal, or historical value, including records documenting the educational and physical planning of the Campus, to be deposited in the Archives for permanent retention when no longer required for immediate reference.</p>
2.	<p><u>FACULTY PERSONNEL FOLDERS/GT, 1973 -</u> Materials collected at time of employment, including application form and letters of recommendation, copies of salary action authorizations, evaluation materials, and other papers relating to the individual's full-time or part-time employment with the College.</p> <p>RETENTION: Permanent Office: Retain while active Archives: Permanent</p>
3.	<p><u>ANNUAL REPORTS/GT, 1973 -</u> Annual reports of academic areas and administrative offices in the Germantown Campus.</p> <p>RETENTION: Permanent Office: Two years Archives: Permanent</p>
4.	<p><u>CAMPUS ADVISORY GROUPS, 1980 -</u> Minutes and related records of the campus advisory groups and committees.</p> <p>RETENTION: Permanent Office: Two years; office of record Archives: Permanent</p>

MONTGOMERY COMMUNITY COLLEGE

RECORDS RETENTION SCHEDULE NUMBER 35

CAMPUS: GERMANTOWN CAMPUS

OFFICE: INSTRUCTIONAL DEANS

Item No.	Description and Retention
1.	<p><u>GENERAL CORRESPONDENCE AND OFFICE FILES, 1980 -</u> Subject and miscellaneous records relating to the Office of the Instructional Deans.</p> <p>RETENTION: Three years Office: May be destroyed after three years. Material having continuing administrative, legal, or historical value to be retained until such value ends or deposited in the Archives for permanent retention.</p>
2.	<p><u>SUMMARIES OF COURSE CONTENT/GT, 1980 -</u> Copies of course objectives course outline, and final examinations for all courses offered in the Office of the Instructional Deans.</p> <p>RETENTION: Five years Office: Two years Archives: Three years and destroy, except that materials having administrative value during re-accreditation periods to be retained until such value ends.</p>
3.	<p><u>FACULTY EVALUATIONS FILE, 1973 -</u> Evaluation forms and related records pertaining to the annual evaluation process.</p> <p>RETENTION: Permanent Office: Permanent</p>

MONTGOMERY COMMUNITY COLLEGE

RECORDS RETENTION SCHEDULE NUMBER 36

CAMPUS: GERMANTOWN CAMPUS

OFFICE: STUDENT DEVELOPMENT

Item No.	Description and Retention
1.	<p><u>GENERAL CORRESPONDENCE AND OFFICE FILES, 1973 -</u> Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Office of Student Development.</p> <p>RETENTION: Three years Office: May be destroyed after three years. Material having continuing administrative, legal, or historical value to be retained until such value ends or deposited in the Archives for permanent retention.</p>
2.	<p><u>STUDENT ACTIVITIES CONTRACTS, 1978 -</u> Contracts between the College and entertainers or others who are employed by the Student Program Council at the Germantown Campus.</p> <p>RETENTION: Six years Office: Six years and destroy; office of record</p>
3.	<p><u>STUDENT GOVERNMENT RECORDS, 1978 -</u> Minutes and related records of student government groups.</p> <p>RETENTION: Permanent Office: Two years; office of record Archives: Permanent</p>